

**CITY OF PALOS HEIGHTS**  
7607 W. College Drive  
Palos Heights, IL 60463



**NOTICE OF CANCELLED MEETING**

NOTICE IS HEREBY GIVEN THAT THE  
REGULARLY SCHEDULED MEETING OF THE  
LICENSE, PERMITS & FRANCHISES COMMITTEE  
ON TUESDAY, FEBRUARY 10, 2026  
HAS BEEN CANCELLED



License, Permits & Franchises Committee

Meeting Agenda

February 10, 2026

7:00 p.m.

1. Call to Order
2. Approval of Minutes – January 13, 2025
3. Permit and Code Compliance Report
4. Vehicle Sticker Report
5. LPF Committee to review all submissions for the Vehicle Sticker Contest.
6. New Business
7. Old Business
8. Comments from the Audience – please send public comments to [building@palosheights.org](mailto:building@palosheights.org)
9. Adjourn



City of Palos Heights  
License, Permits, & Franchises Meeting  
Tuesday, January 13, 2026  
7:00 p.m.  
MINUTES

**CALL TO ORDER**

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:07 p.m. In attendance were Chairman Lewandowski, Alderman Clifford, Building Commissioner Frank Giordano and recording secretary Jan Tomaszewski. Alderman McGrogan and Alderman Scully were absent. There was not a Quorum.

**APPROVAL OF MINUTES**

Chairman Lewandowski moved to approve the minutes of the October 14, 2025 meeting, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously.

**PERMIT & CODE ENFORCEMENT REPORT**

Chairman Lewandowski referred to the permit report in the agenda packet. From December 3, 2025 to January 6, 2026, there were 46 permits issued. From January 1, 2026 to January 6, 2026, 6 permits were issued. The fees collected from December 3, 2025 to January 6, 2026 were \$16,730.00. The fees collected from January 1, 2026 to January 6, 2026 were \$500.00. Reinspection fees for December 3, 2025 to January 6, 2026 were \$150.00. There were no reinspection fees in 2026 to date.

From December 3, 2025 to January 6, 2026 there were 3 code violations. There were no code violations in 2026 to date. There were 14 code compliance inspections from December 3, 2025 to January 6, 2026. There were 3 code compliance inspections from January 1, 2026 to January 6, 2026.

There were no building fines or code compliance fees collected from December 3, 2025 to January 6, 2026.

**VEHICLE STICKER REPORT**

2025-2026 vehicle stickers went on sale May 16, 2025. From May 16, 2025 through January 8, 2026, the approximate number of stickers sold is 6,406, for a total collected of \$140,415.00.

**PERMIT, LICENSING AND CODE COMPLIANCE SOFTWARE**

The Committee discussed the purchase of Permit, Licensing and Code Compliance Software from CivicPlus in the amount of \$58,650.00. They asked Building Commissioner Frank Giordano to give a report on the possible purchase.

The Building Commissioner explained the many advantages of purchasing the PLF software. The vendor that the Building Commissioner and City Administrator agreed upon was the software offered by CivicPlus. The software included everything the Building Department needed it to do including, permitting, licensing, code compliance and contractor registration. A benefit of this particular software is the availability of live

customer service if the need arises. The \$58,650.00 amount does not include any iPads for the inspectors or wifi connection devices used in their respective vehicles.

The Building Commissioner also recapped 2025 with the following statistics:

615 contractor registrations: \$74,730.00

1,407 permits issued

3,100 permit inspections conducted (does not include code enforcement inspections, pre-inspections, reviews, complaints etc.)

Reinspection fees: \$950

Building Department fines: \$250

Code Enforcement: \$700

Permit and inspection fees generated: \$540,999.40

Alderman Clifford inquired as to whether increasing the fines/code enforcement fees is a possibility. The Building Commissioner will look into that possibility and report back to the Committee.

**NEW BUSINESS**

None.

**OLD BUSINESS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business, Chairman Lewandowski made a motion to adjourn, seconded by Alderman Clifford. All in favor.

Meeting adjourned at 7:19 p.m.

Respectfully submitted,

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Jan Tomaszewski, Recording Secretary

# Building Department



## Memo

To: License, Permits, & Franchises Committee  
From: Building Department  
Date: February 4, 2026  
Re: Permit and Code Compliance Report

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### PERMITS

#### Permits Issued

January 7, 2026 to February 3, 2026 - **35**

January 1, 2026 to February 3, 2026 - **41**

#### Permit Fees Collected

January 7, 2026 to February 3, 2026 - **\$11,225.40**

January 1, 2026 to February 3, 2026 - **\$13,102.40**

#### Re-inspection Fees Collected

January 7, 2026 to February 3, 2026 - **\$300.00**

January 1, 2026 to February 3, 2026 - **\$300.00**

### CODE COMPLIANCES

#### Code Compliance Violations

January 7, 2026 to February 3, 2026 - **1**

January 1, 2026 to February 3, 2026 - **1**

#### Code Compliance Inspections

January 7, 2026 to February 3, 2026 - **5**

January 1, 2026 to February 3, 2026 - **1**

### FINES

#### Building Fines Collected

January 7, 2026 to February 3, 2026 - **\$0.00**

January 1, 2026 to February 3, 2026 - **\$0.00**

#### Code Compliance Fees Collected

January 7, 2025 to February 3, 2026 - **\$0.00**

January 1, 2026 to February 3, 2026 - **\$0.00**



## MEMORANDUM

To: Alderman Lewandowski  
License, Permits and Franchises Committee

From: Caitlyn Mergenthaler

Date: February 4, 2026

RE: Vehicle Stickers

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2025-2026 vehicle stickers went on sale May 16, 2025.

This report is for vehicle sales from May 16, 2025 – to February 3, 2026. Approximate number of stickers sold is 6,430.

Money taken in from Vehicle Tag fees:

New Stickers	\$	140,242.50
Replacements	\$	175.00
<b>Total for stickers</b>	<b>\$</b>	<b>140,417.50</b>